



HEADQUARTERS NORTH CAROLINA WING  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
3520 Alamance Road  
Burlington NC 27215



23 December 2020

MEMORANDUM FOR NCWG CADET ADVISORY COUNCIL REPRESENTATIVES

FROM: NCWG CAC/Recorder

SUBJECT: CAC Meeting Minutes for 13 December 2020

1. OPENING BUSINESS

- a. Roll Call:
  - i. C/SMSgt Shealy (NC-024 Primary)
  - ii. C/SMSgt Anderson (NC-048 Primary)
  - iii. C/1st Lt Gwaltney (NC-082 Primary)
  - iv. C/CMSgt Richardson (NC-145 Primary)
  - v. C/2d Lt Brown (NC-162 Assistant)
  - vi. C/Capt Endre (NC-170 Primary)
  - vii. C/Capt Nazzaro (Guest)
  - viii. C/Capt Hoernlein (NCWG CAC Chair)
  - ix. C/1st Lt Orrs-Wright (NCWG CAC Vice-Chair)
  - x. C/1st Lt Neal (NCWG CAC Recorder)
  - xi. Maj Hallihan (Senior Advisor)
- b. Review and Approval of Previous Meeting's Minutes. Minutes approval moved to 10 January 2021 due to lack of quorum.
- c. Region Briefing:
  - i. C/Capt Hoernlein reviewed an email from C/Capt Thibodeaux covering a debriefing of MAR CAC's most recent meeting.
  - ii. C/Capt Thibodeaux was appointed to be the chairman of the Council Administration Committee, the 101 Card Proposal drafted by an NCWG CAC committee last term passed a vote to be reviewed and revised by the Council Administration Committee, and the Wright Brothers Activity Requirement Proposal was voted to be tabled.
- d. Squadron Reports: One minute for representatives to discuss one impressive innovation that they have seen during 2020.
  - i. C/1st Lt Gwaltney has seen everyone become better with technology throughout this time.

- ii. C/Capt Endre found new programs as a supplement to PowerPoint like Kahoot and other games.
- iii. C/2d Lt Brown had little to no complaint about the restrictions when his squadron started meeting in-person. They were able to adapt, so everyone could attend the meetings.
- iv. C/CMSgt Richardson is impressed with the dedication he has noticed from the people in his squadron. They have been doing physical training on their own and promoting.
- v. C/SMSgt Anderson saw her cadets express their desire to lead, and her staff stepped up to let them do so. She pointed out there is more opportunity for change; nothing is set in stone during this time.
- vi. C/SMSgt Shealy said he is amazed by how the wing has handled COVID-19. His squadron moved locations so they can have a larger space to social distance.

## 2. OLD BUSINESS

- a. Committee Briefings: Three minutes for committee chairs to share what committee they are leading, what they hope to do with their committee, and anything they have done so far.
  - i. The Medical Advancement Committee met for the first time last Thursday. They are looking into CAP first aid training and looking into the possibility of making an event so cadets and senior members can get trained in first aid.
  - ii. The Public Affairs Committee's first meeting was on Monday, and they have chosen four topics to look into: mentorship, training, social media, and a resource page. They are hoping to have more than one proposal this term.
  - iii. The Mental Health and Nondiscrimination Committee plans to have their first meeting on the 19th to form two subcommittees.
  - iv. The Cadet NCO Training Committee is planning to meet on the 14th to introduce themselves and form goals for this term.
  - v. The Training Efficiency Committee will be meeting on Sundays and have two points of focus: First, safety briefings—specifically how to conduct one correctly. Second, expanding the wingman program.
  - vi. The Armed Forces Services Ribbon Committee met on the 12th with introductions to each other, and they are working on a design for a ribbon for cadets who have enlisted or are on a path to commission into the military.
  - vii. The COVID-19 Adaptation Committee met on the 12th as well. They got to know each other and began brainstorming ideas for the next meeting.
  - viii. The Wing Conference Challenge Coin Committee has continued to move towards selecting a design for the wing conference's challenge coin and should be concluding soon.

### 3. NEW BUSINESS

#### a. Committee Leadership Discussion

- i. C/Capt Hoernlein began by giving a review of the SDA advocacy paper, reminding committee chairs of some of its key aspects and special formatting. He also encouraged the chairs to ask questions when needed.
- ii. C/1st Lt Orrs-Wright reviewed his ten steps for committee chairs:
  1. Develop a mission statement and establish objectives for the committee.
  2. Acquire members and their contact information
  3. Contact numbers and confirm that they are interested and willing to “do their part.”
  4. Schedule the first meeting to acquaint members, brainstorming ideas, and forming goals and expectations.
  5. Narrow goals into a plan.
  6. Plan a schedule (timeline) from the first meeting to submission of the committee proposal.
  7. Delegate the roles and responsibilities of individual members.
  8. Write the Proposal with committee input/editing and deliver “the tallest giraffe” to the top three and senior advisor for editing.
  9. Request time on the agenda once the proposal passes the editing process.
  10. Present to the council with a visual aid
- iii. C/Capt Hoernlein advised chairs to have an agenda for their meetings for them to run most efficiently and to take notes of their meetings for those who were absent. He suggested meeting at least two times a month or more. He encouraged the chairs to reach out to their members for questions directly. He reminded them to be goal-focused and suggested the February meeting as a goal to present.

#### b. Open Floor

- i. C/1st Lt Orrs-Wright thanked C/SMSGT Anderson for her suggestion in the Committee Chairs channel, regarding “Yammer.”
- ii. Maj Hallihan told the chairs to do background research into their ideas, making sure it has not been done before. She will try to be on their calls to monitor and answer questions. She encouraged using the mention feature on Teams to notify her or anyone else on the channel directly. Additionally, she asked the committees to avoid meeting on the 24th and 25th of December.

### 4. CLOSING

#### a. Next CAC Assemblage:

- i. Date: 10 January 2021 @ 2000
- ii. Location: Microsoft Teams.

b. Adjournment

- i. C/SMSgt Shealy motion to adjourn.
- ii. C/2d Lt Brown second the motion at 2104.

//SIGNED//

CATHERINE G. NEAL, C/1st Lt, CAP  
North Carolina Wing CAC Recorder

cc: NCWG/CC  
NCWG/CP  
NCWG/CPA  
MAR/DCS-CP  
MAR/DCS-CPA